

**CITY OF BELMONT
PLANNING COMMISSION**

**SUMMARY MINUTES
TUESDAY, OCTOBER 20, 2009, 7:00 PM**

Chair Horton called the meeting to order at 7:00 p.m. at One Twin Pines Lane, City Hall Council Chambers.

1. ROLL CALL

Commissioners Present: Horton, Mayer, Parsons, Frautschi, Mercer, Reed, Mathewson
Commissioners Absent: None

Staff Present: Community Development Director de Melo (CDD), City Attorney Zafferano (CA), Recording Secretary Flores (RS)

2. AGENDA AMENDMENTS - None

3. COMMUNITY FORUM (Public Comments) - None

4. CONSENT CALENDAR - None

5. STUDY SESSION:

5A. Belmont Zoning Ordinance (BZO) Discussion Regarding Lot Coverage, Hardscaping, Parking in Front Yards and Tandem Garage Parking

The Commission preliminarily reviewed these topics at their April 7, 2009 meeting and the City Council also discussed the matter at their July 14, 2009 meeting.

Feedback at recent Commission meetings resulted in a request to re-activate discussion regarding potential review of code requirements as related to garage parking (i.e. tandem configurations).

Discussion ensued between Staff and the Commission. Direction was given for Staff to return with additional information and to move forward with preparation of the specific text amendments regarding Lot Coverage, Hardscaping, Parking in front yard topics for consideration and adoption by the Planning Commission & the City Council.

Resident Charles Rinaldi spoke in favor of allowing Circular Driveways and Resident Phil Kaster recommended should Circular Driveways be allowed, that they be a permitted project.

6. REPORTS, STUDIES AND UPDATES:

At Chair Horton's suggestion, it was agreed that some items under Reports, Studies and Updates could be dropped from the list.

6A. NDNV / Koret Field

CDD de Melo stated that this item will be returning to the Commission as an agenda item. There was consensus that it could be dropped from this list.

6B. Charles Armstrong School – 1405 Solana Drive

CDD de Melo stated that the McDougal Park issue and a potential expansion of the school will be on future agendas. There was consensus to remove it from the list.

6C. Ralston/US-101 Landscape Project

CDD de Melo stated that there are some funding issues with this project, and that the proposed bike bridge would likely result in removal of any new landscaping that might be installed. Discussions are still in progress between the City Managers of Redwood City and Belmont regarding three of the quadrants. It was agreed to leave this item on the list.

6D. San Mateo Development – North Road/43rd Avenue

Commissioner Parsons suggested that this item be agendaized and that plans for the adjacent property (Chao Praya) be discussed. It was agreed to leave this item on the list.

6E. 900 Sixth Avenue – Belmont Vista Facility

Two new trees have been planted. Drop from list.

6F. Caltrain Landscape Area

Drop from list.

6G. Parking Study – Downtown Village Areas

CDD de Melo suggested that this item remain on the list, since staff will be finishing the study and will include findings related to the Belmont Village Zoning project.

6H. High-Speed Train (HST) Project – San Francisco to San Jose

CDD de Melo reported that the group working on this project is currently dealing with design alternatives. He preferred that the item remain on the list so that they could receive periodic updates on the progress.

6I. Graffiti Removal – Old County Road

This complaint has been resolved. Drop from list.

6J. Chuck's Donuts – 641 Ralston

CDD de Melo stated that Code Enforcement is in contact with this property owner and SamTrans, and asked that the item remain on this list.

6K. Emmett House

This item will remain on the list until Commissioners have selected a color.

Other Items

Commissioner Mercer asked that the Design Guidelines drafted two years earlier be added to the Reports, Studies and Updates list in order to get it finalized. CDD de Melo concurred that staff needs to finish this project with the goal of adoption in the near future.

Vice Chair Mayer asked for clarification of when issues should be brought to the Planning Commission vs. when they should be reported to Code Enforcement. Chair Horton suggested that they should always go to Code Enforcement. CDD de Melo responded that staff would prefer that issues regarding individual addresses go to Code Enforcement unless a policy issue is involved. CA Zafferano called attention to a new code enforcement effort in which the City will be divided into areas and staff will focus on one area at a time. He suggested that it would be most helpful if Commissioners would call staff's attention to any issues or concerns they have in the designated area. CA Zafferano noted that staff has expended a great deal of time and resources to clean up City-owned properties. CDD de Melo added that a code enforcement community enhancement program was discussed at the May 12, 2009 City Council meeting, and the intent is to adopt a Resolution in January 2010 detailing a revised Code Enforcement approach and then going sector by sector with twice monthly inspections.

Commissioner Frautschi called attention to difficulty he had in trying to use the Code Enforcement phone number, and Commissioner Mercer added that it needs to be 100% user friendly. CDD de Melo will follow up.

Commissioner Frautschi thanked Chief Building Inspector Nolfi for recently stopping some unpermitted projects.

Commissioner Frautschi asked if fellow Commissioners had read the news about a person in Woodside who was fined \$150,000 for cutting down some trees.

7. CITY COUNCIL MEETING OF TUESDAY, OCTOBER 27, 2009

Liaison: Commissioner Reed

Alternate Liaison: Commissioner Mercer

10. ADJOURNMENT:

The meeting was adjourned at 8:56 p.m. to a Regular Planning Commission Meeting on Thursday, November 5, 2009 at 7:00 p.m. in Belmont City Hall.

Note that the Tuesday, November 3rd meeting has been moved to Thursday, November 5th due to the election.

Carlos de Melo
Planning Commission Secretary

CD's of Planning Commission Meetings are available in the
Community Development Department.
Please call (650) 595-7416 to schedule an appointment.